

Projects Coordinator - 1044

General Definition and Conditions of Work:

Performs difficult professional and responsible administrative work developing and implementing special project activities; does related work as required. Work is performed under general supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work may require climbing, kneeling, crouching, reaching, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is subject to inside and outside environmental conditions.

Essential Functions/ Typical Tasks:

Performs a variety of professional administrative work and manages projects as assigned.

Serves as lead coordinator and point of contact for staff and citizens on assigned projects

Monitors program performance on assigned projects; recommends and implements modifications to systems and procedures as necessary;

Coordinates engineering and consulting contracts which includes responsibility for monitoring project scope, ensuring timely completion and budget

Plans and coordinates the creation of strategies and action plans to address project issues;

Maintains reports and records as required

Conducts public meetings, training seminars and project conferences on topics relating to assigned projects

Oversees the development and maintenance of tracking systems to monitor program related activities on assigned projects;

Plans and coordinates special events and programs to educate and involve the public in program activities.

Serves as liaison between staff, governmental agencies, and other public, private or nonprofit groups interested in program issues;

Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of modern principles and practices relating to project management; thorough knowledge of the principles and practices of public administration; ability to establish and maintain effective working relationships with government officials, associates, commercial and industrial business owners and the general public; ability to conduct independent projects and research; ability to prepare clear and comprehensive reports; ability to communicate ideas clearly and concisely, both orally and in writing.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration or related field and some experience in program administration and/or project management.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina.